

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 27

SCHEDULE TITLE: Court-Appointed Special Advocate (CASA) Program Records

SCHEDULED AGENCIES: County/Municipal Governments and Regional Authorities

SCHEDULED DIVISIONS: Court-Appointed Special Advocate (CASA) Program Records

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

EFFECTIVE SCHEDULE DATE: February 15, 1996

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This schedule applies to records of facilities established under the provisions of § 9-173.6 et seq of the Code of Virginia.

The following categories are included in this Schedule:

- I. General Records
- II. Program Records

I. GENERAL RECORDS

Administrative Records	Retain in accordance with The Library of Virginia (LVA) General Schedule (GS) No. 19, <u>Administrative Records Retention and Disposition Schedule</u> .
Electronic Records	Retain in accordance with LVA GS-23, <u>Electronic Records Retention and Disposition Schedule</u> .
Fiscal Records	Retain in accordance with LVA GS-2, <u>Fiscal Records Retention and Disposition Schedule</u> .
Personnel Records	Retain in accordance with LVA GS-3, <u>Personnel Records Retention and Disposition Schedule</u> .

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SCHEDULED RETENTION AND DISPOSITION

II. PROGRAM RECORDS

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| 1. Case Records | Retain until juvenile reaches age of 21, then notify the local department of social services about pending destruction. If no response within 30 days, destroy by shredding or pulping. |
| 2. CASA Program Statistical Reports | Retain 1 year after submission of report, then destroy. |
| 3. Volunteer Records | |
| a. Applicants accepted and completing training | Retain 3 years after departure from program, then destroy by shredding or pulping. |
| b. Applicants not accepted or not completing training | Retain 3 years after last action, then destroy by shredding or pulping. |
| c. Volunteer training records | Retain 3 years after departure from program, then destroy. |